



## Appendixes

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- 1 Performance information
- 2 Agency resource statement and resources for outcome
- 3 Business of the House and Federation Chamber
- 4 Committee activity
- 5 Committee reports and inquiries
- 6 Official incoming parliamentary delegations
- 7 Other incoming parliamentary visits
- 8 Outgoing parliamentary delegations
- 9 Parliamentary staff and other visits
- 10 Publications
- 11 Staffing statistics
- 12 Members' survey 2014
- 13 Contact directory
- 14 List of requirements

# 1 Performance information

This appendix summarises the performance of the Department of the House of Representatives in 2013–14. Comparable performance information for 2012–13, where available, is given in brackets.

## Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role

Program 1: Other departmental	
Program component 1.1: Chamber and Federation Chamber	
Deliverable: Advice and services to enable the House of Representatives Chamber and Federation Chamber to meet and address business as scheduled	
Key performance indicator	Performance
Member satisfaction with the quality and timeliness of Chamber support and advisory services (target: 99 per cent satisfaction rate)	100 (100) per cent of members surveyed were satisfied with advice and service provision by Clerks-at-the-Table; 100 (95) per cent were 'extremely' or 'highly' satisfied.  100 (100) per cent of members surveyed were satisfied with advice and service provision more generally in relation to Chamber and Federation Chamber duties; 100 (90) per cent were 'extremely' or 'highly' satisfied.
Percentage of Chamber support service standards met for all sittings of the House and meetings of the Federation Chamber; with no significant errors (target: 100 per cent)	Service standards for programming and procedural advice and support, preparation of Chamber documents, processing of questions in writing and answers to questions, and provision and processing of documents of the House were generally met for all sittings of the House and meetings of the Federation Chamber (as in 2012–13).

### Processing and drafting of bills

Key performance indicator	Performance
Percentage of bills (proposed legislation) processed within deadlines and with no significant errors (target: 100 per cent)	All deadlines were met and there were no significant errors (as in 2012–13).  Of the members who had used the legislative and drafting service, 92 (100) per cent were satisfied with advice and service provision. One member who had used the service was not satisfied.

### Creating and processing records and documents of the House

Key performance indicator	Performance
Percentage of Chamber support service standards met for all sittings of the House and meetings of the Federation Chamber; with no significant errors (target: 100 per cent)	Service standards for preparation of the <i>Votes and Proceedings</i> and the <i>Live Minutes</i> were met on all occasions (all service standards were met in 2012–13).  4,253 (6,116) disallowable instruments and documents were processed.  75 (125) petitions with a total of 1,365,151 (325,360) signatories; 64 (74) ministerial responses to petitions.

### Collection, analysis and publication of procedural and statistical information

Key performance indicator	Performance
Member satisfaction with the quality and availability of procedural and statistical publications and support in obtaining such information (target: 90 per cent satisfaction rate)	100 (100) per cent of members surveyed were satisfied and 81 (90) per cent were 'extremely' or 'highly' satisfied with the quality and availability of procedural and statistical publications and associated support.  Internal and external users indicated a high level of satisfaction with procedural and statistical publications.

### Program component 1.2: Community relations and awareness

**Deliverable:** Services to increase public knowledge and awareness of, and interaction with, the work of the House of Representatives and the Australian Parliament

Key performance indicator	Performance
Number of participants in community awareness programs such as seminars, school visits, subscribers to email alert service and magazine continues to increase over time	<p>More than 2,300 (3,300) individuals and organisations subscribed to the email alert service. The About the House Twitter feed had more than 18,800 (12,400) followers.</p> <p>122 (320) people attended seminars.</p> <p>More than 16,615 (14,700) individuals and organisations subscribed to the <i>About the House</i> magazine.</p> <p>114,388 student visitors from 3,358 schools (115,651 student visitors from 3,537 schools).</p>

### Program component 1.3: Committee services

**Deliverable:** Procedural, research, analytical and administrative support for the conduct of inquiries and other activities of committees

Key performance indicator	Performance
Committee member satisfaction with advice and services provided (target: 90 per cent satisfaction rate)	95 (100) per cent of members surveyed were 'satisfied', 'highly satisfied' or 'extremely satisfied' with the procedural advice, research, analytical, drafting and administrative support services received in relation to the conduct of committee inquiries and the publication of final reports.

### Program component 1.4: Inter-parliamentary relations

**Deliverable:** Advice and support to facilitate and maintain international and regional relationships with other parliaments, parliamentary bodies and organisations

Key performance indicator	Performance
Rate of satisfaction of Presiding Officers, delegates and diplomatic representatives with arrangements for incoming and outgoing delegations. Levels of participation in parliamentary organisations and quality of policy advice	<p>Correspondence and anecdotal feedback from delegates and diplomatic missions indicated a high level of satisfaction with visits.</p> <p>All submissions on the international program were approved by the Presiding Officers.</p> <p>Of eligible senators and members, 65 per cent (75 per cent) were members of the Inter-Parliamentary Union.</p> <p>Delegations attended the assemblies and conferences of the Inter-Parliamentary Union and the Asia Pacific Parliamentary Forum. One regional activity was conducted in association with the Inter-Parliamentary Union.</p>
Rate of satisfaction of parliaments in the Pacific region with the training and equipment purchases provided through the education trust fund	Reports on training activities and anecdotal feedback on equipment indicated a high level of satisfaction with the education trust fund's operations. The Pacific Parliamentary Partnerships program provided support to 11 Pacific parliaments, all of which indicated strong support for the program at meetings and through correspondence.

**Program component 1.5: Members' services and corporate support**

**Deliverable:** Advice and services relating to members' salaries and allowances and certain other entitlements

<i>Key performance indicator</i>	<i>Performance</i>
All variations to salary and allowances and salary increases are processed with an accuracy of at least 99 per cent	All variations and salary increases were processed with an accuracy rate of at least 99 (99) per cent.

**Deliverable:** Advice and services to the Speaker, members and others in accordance with legislation and administrative decisions

**Deliverable:** Advice and service to members in Parliament House relating to accommodation and office services

<i>Key performance indicator</i>	<i>Performance</i>
Rate of satisfaction of members and others with the provision of accommodation and office support services (target: 95 per cent)	100 (100) per cent of the accommodation changes and office services provided met agreed timeframes and standards, and met the satisfaction of party whips and individual members. 100 (100) per cent of members surveyed were satisfied with the information on their internet home page.
Number of accommodation-related services provided to members	395 (333) routine maintenance requests were actioned. The target for emergency requests was 'action within five minutes'; this target was reached for 100 (100) per cent of the 542 (304) emergency requests received. 796 (493) furniture movement requests were processed, all within agreed timeframes (as in 2013–14). 8,960 (12,480) transport requests were processed with approximately 99 (97.6) per cent accuracy.

**Deliverable:** Monitoring developments in parliamentary and public administration and applying as appropriate

**Deliverable:** Nurturing a flexible, integrated and cohesive department while recognising individual talents and responsibilities

**Deliverable:** Seeking to obtain the resources needed to meet the requirements of the House, committees and the wider department into the future

<i>Key performance indicator</i>	<i>Performance</i>
Developments in parliamentary and public administration are responded to where appropriate	The department provided submissions to the inquiry by the Standing Committee on Procedure into the use of electronic devices in the House of Representatives Chamber and Federation Chamber.
Departmental policies and procedures are reviewed and revised, as appropriate	The department's workplace diversity plan and guidelines were reviewed and revised. A workplace diversity commitment statement was placed on the department's internet page. Procedures for facilitating and dealing with public interest disclosures were developed and placed on the department's internet page. Authorised officers were appointed under the <i>Public Interest Disclosure Act 2013</i> . The department's business continuity plan was reviewed and revised and office-level business resumption plans were reviewed and finalised.
Support is provided to assist the House Standing Committee on Appropriations and Administration in discharging its responsibilities	The Clerk and other departmental staff provided the committee with information on the department's budget position and attended the committee's meetings to enable the committee to discharge its responsibilities and to bring the funding requirements of the department to the attention of government. The department also provided secretariat support to the committee.
Performance indicators in the Department of Parliamentary Services payroll service-level agreement are met and service is delivered within budget	All indicators in the service-level agreement were met and service was delivered within budget until 15 January 2014, when the service was terminated.

**Program 2: Administered**

**Program component 2.1: Schools hospitality**

**Deliverable:** Hospitality arranged at time of confirmation of booking of school visit

**Deliverable:** Seeking to obtain feedback from visiting school groups on provision and satisfaction of hospitality received

**Key performance indicator**

**Performance**

Hospitality delivered and received on time by visiting school groups

All visiting school groups were provided hospitality per expectations.

**Note:** The department has presented consolidated performance information in an appendix to its annual report since 1999–2000. While there has been some variation in the performance information reported, the department has generally achieved its key performance indicator targets for this period.

## 2 Agency resource statement and resources for outcome

### Agency resource statement, 2013-14

	Actual available appropriations for 2013-14 \$'000 (a)	Payments made 2013-14 \$'000 (b)	Balance remaining 2013-14 \$'000 (a)-(b)
<b>Ordinary annual services</b>			
Departmental appropriation <sup>a</sup>	22,486	22,196	290
Section 31 agency receipts	1,892	1,892	–
<b>Total</b>	<b>24,378</b>	<b>24,088</b>	<b>290</b>
<b>Administered expenses</b>			
Outcome 1	325	314	11
<b>Total</b>	<b>325</b>	<b>314</b>	<b>11</b>
<b>Total ordinary services</b>	<b>24,703</b>	<b>24,402</b>	<b>301</b>
<b>Special accounts<sup>b</sup></b>			
Opening balance	2,473		
Appropriation receipts <sup>c</sup>	78		
Other receipts <sup>d</sup>	2		
Payments made		50	
<b>Total special accounts</b>	<b>2,553</b>	<b>50</b>	<b>2,503</b>
<b>Total resourcing and payments for the Department of the House of Representatives</b>	<b>27,256</b>	<b>24,452</b>	

a *Appropriation (Parliamentary Departments) Act (No.1) 2013-14*. Includes an amount of \$1.055 million in 2013-14 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'.

b Does not include money held in accounts such as Services for Other Entities and Trust Moneys special accounts.

c Appropriation receipts from departmental appropriation for 2012-13 included above.

d GST recoverable (FMA Act section 30A).

### Third-party drawdowns from and on behalf of other agencies

	\$'000
Payments made on behalf of the Department of Finance (disclosed in the respective agency resource statement)	7,086
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective agency resource statement)	38,149

## Expenses and resources for Outcome 1

	Budget <sup>a</sup> 2013–14 \$'000 (a)	Actual expenses 2013–14 \$'000 (b)	Variation 2013–14 \$'000 (a)–(b)
<b>Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role</b>			
<b>Program 1: Other departmental</b>			
Departmental expenses			
Ordinary annual services ( <i>Appropriation (Parliamentary Departments) Act No. 1 2013–14</i> )	21,488	20,785	703
Revenues from independent sources (section 31)	870	508	362
Other revenues	100	570	(470)
Special accounts	78	50	28
Expenses not requiring appropriation in the budget year	4,364	2,496	1,868
<b>Total for Program 1</b>	<b>26,900</b>	<b>24,409</b>	<b>2,491</b>
<b>Program 2: Administered</b>			
Administered expenses			
Administered appropriation	325	314	11
<b>Total for Program 2</b>	<b>325</b>	<b>314</b>	<b>11</b>
<b>Total expenses for Outcome 1</b>	<b>27,225</b>	<b>24,723</b>	<b>2,502</b>
	<b>2012–13</b>	<b>2013–14</b>	
<b>Average staffing level (number)</b>	161	155	

a Full-year budget, including any subsequent adjustment made to the 2013–14 Budget.

### 3 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2013–14.

#### Meetings of the House of Representatives, 2013–14

Events	Spring 2013	Autumn– Winter 2014 <sup>a</sup>	Total
Sitting weeks	4	10	14
Sitting days	15	38	53
Hours of sitting <sup>b</sup>			
including suspensions	150	381	531
excluding suspensions	147	376	523
Sittings after midnight	0	0	0
Bills introduced <sup>c</sup>	47	135	182
Private members' bills introduced	1	6	7
Private members' motions moved	8	22	30
Private members' motions agreed to	0	0	0
Committee reports presented	17	40	57
Days on which			
the adjournment motion was debated	10	34	44
matters of public importance were discussed	8	29	37
private members' business occurred	3	8	11
Divisions	60	90	150
Closure of question agreed to	14	16	30
Closure of member agreed to	9	12	21
Bills guillotined	0	0	0

a Excludes sittings on 14–17 July 2014.

b Hours of sitting are rounded to the nearest hour.

c Includes two Senate bills.



## Meetings of the Federation Chamber, 2013-14

Events	Spring 2013	Autumn– Winter 2014 <sup>a</sup>	Total
Number of meetings	9	31	40
Hours of meeting (excluding suspensions) <sup>b</sup>	29	123	152
Bills referred	8	17	25
Private members' bills debated	0	1	1
Private members' motions moved	9	37	46
Committee and delegation reports referred	0	8	8
Other documents debated	0	1	1
Days on which			
the adjournment motion was debated	3	10	13
grievance debate occurred	3	8	11
private members' business occurred	3	8	11

a Excludes sittings on 14–17 July 2014.

b Hours of meeting are rounded to the nearest hour.

## Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2009-10 to 2013-14

Events	2009-10	2010-11	2011-12	2012-13	2013-14
Total government bills (including bills brought from the Senate)	221	169	229	209	175
Initiated in					
the House	216	154	219	206	173
the Senate	5	15	10	3	2
Total private members' bills introduced <sup>a</sup>	15	17	27	32	7
Second reading amendments moved	12	14	17	9	36
Consideration in detail amendments moved					
government	329	125	427	701	14
opposition	38	161	149	140	50
non-aligned	96	6	135	82	2
amendments to private members' bills	0	0	21	0	0
Consideration in detail amendments passed					
government	329	125	427	701	14
opposition	1	4	8	5	0
non-aligned	0	2	9	22	0
amendments to private members' bills	0	0	13	0	0

a Includes private senators' bills.

## 4 Committee activity

The following tables summarise the activities of House of Representatives and joint committees of the Forty-third and Forty-fourth parliaments in 2013–14.

### Committee activity, Forty-third Parliament, 2013–14

Committee	Meetings	Inquiries lapsed at 5 August 2013	Reports presented (oral reports)
Aboriginal and Torres Strait Islander Affairs	1	0	0
Agriculture, Resources, Fisheries and Forestry	0	0	0
Appropriations and Administration	0	0	0
Australian Commission for Law Enforcement Integrity <sup>a</sup>	0	0	0
Broadcasting of Parliamentary Proceedings	0	0	0
Climate Change, Environment and the Arts	0	1	0
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples <sup>a</sup>	0	1	0
Corporations and Financial Services <sup>a</sup>	1	1	1
DisabilityCare Australia <sup>a</sup>	0	1	0
Economics	0	3	0
Education and Employment	0	1	0
Electoral Matters	0	0	0
Foreign Affairs, Defence and Trade	2	2	0
Health and Ageing	0	1	0
Human Rights <sup>a</sup>	0	0	0
Infrastructure and Communications	1	1	1
Intelligence and Security	2	1	0
Law Enforcement <sup>a</sup>	1	0	1
Migration	0	0	0
National Broadband Network	0	0	0
National Capital and External Territories	0	0	0
Petitions	0	0	0
Privileges and Members' Interests	0	1	0
Procedure	0	0	0
Public Accounts and Audit	1	0	1
Publications (House)	0	0	0
Publications (Joint) <sup>a</sup>	0	0	0
Public Works	1	1	0
Regional Australia	0	0	0
Selection	0	0	0
Social Policy and Legal Affairs	1	0	0
Treaties	2	2	2

<sup>a</sup> Joint committee supported by the Department of the Senate.

**Note:** The House Committee and Parliamentary Library Committee, which are advisory committees that do not undertake inquiries or present reports, are not included in this table.

## Committee activity, Forty-fourth Parliament, 2013-14

Committee	Meetings	Inquiries active at 30 June 2014	Reports presented (oral reports)
Agriculture and Industry	15	1	0
Appropriations and Administration	3	0	1
Australian Commission for Law Enforcement Integrity <sup>a</sup>	8	2	0
Broadcasting of Parliamentary Proceedings	1	0	0
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples <sup>a</sup>	13	1	0
Corporations and Financial Services <sup>a</sup>	8	1	1
Economics	17	3	2
Education and Employment	17	1	0
Electoral Matters	24	1	1 (1)
Environment	13	1	0
Foreign Affairs, Defence and Trade	53	5	0
Health	17	1	0
Human Rights <sup>a</sup>	9	0	8
Indigenous Affairs	16	1	0
Infrastructure and Communications	11	2	0
Intelligence and Security	12	2	1
Law Enforcement <sup>a</sup>	8	3	0
Migration	10	1	0
National Capital and External Territories	10	1	0
National Disability Insurance Scheme <sup>a</sup>	22	1	0
Northern Australia	30	1	1
Petitions	11	0	0
Privileges and Members' Interests	6	1	1
Procedure	11	2	0
Public Accounts and Audit	11	1	3
Publications (House)	2	0	4
Publications (Joint) <sup>a</sup>	3	0	0
Public Works	21	2	5
Selection	18	0	11
Social Policy and Legal Affairs	14	2	0
Tax and Revenue	11	2	1
Treaties	11	3	4

<sup>a</sup> Joint committee supported by the Department of the Senate.

**Note:** The House Committee and Parliamentary Library Committee, which are advisory committees that do not undertake inquiries or present reports, are not included in this table.

## 5 Committee reports and inquiries

The following tables provide details of the activities of House of Representatives and joint committees of the Forty-third and Forty-fourth parliaments in 2013–14.

### Scrutiny committees, Forty-third Parliament, 2013–14

Committee	Reports	Lapsed inquiries at prorogation 5 August 2013
Aboriginal and Torres Strait Islander Affairs, Standing Committee on	Nil	Nil
Agriculture, Resources, Fisheries and Forestry, Standing Committee on	Nil	Nil
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the <sup>a</sup>	Nil	Nil
Climate Change, Environment and the Arts, Standing Committee on	Nil	Inquiry into the Renewable Fuel Bill 2013
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on <sup>a</sup>	Nil	Inquiry into steps that can be taken to progress towards a successful referendum on Indigenous constitutional recognition
Corporations and Financial Services, Parliamentary Joint Statutory Committee on <sup>a</sup>	<i>Statutory oversight of the Australian Securities and Investments Commission: the role of gatekeepers in Australia's financial services system (number 3, 2013)</i> Presented: 29 July 2013 PP: 268/2013	Inquiry into the Insurance Contracts Amendment (Unfair Terms) Bill 2013 Statutory oversight of the Australian Securities and Investments Commission
DisabilityCare Australia, Joint Select Committee on <sup>a</sup>	Nil	Inquiry into the implementation progress with the rollout of DisabilityCare Australia, and related matters
Economics, Standing Committee on	Nil	Inquiry into the Minerals Resource Rent Tax Amendment (Protecting Revenue) Bill 2013 Inquiry into the Competition and Consumer Amendment (Australian Food Labelling) Bill 2012 Review of the Reserve Bank of Australia annual report 2012
Education and Employment, Standing Committee on	Nil	Inquiry into the role of the technical and further education system and its operation
Electoral Matters, Joint Standing Committee on	Nil	Nil
Foreign Affairs, Defence and Trade, Joint Standing Committee on	Nil	Inquiry into Australia's relationship with Timor-Leste Inquiry into the African Development Bank Bill 2013
Health and Ageing, Standing Committee on	Nil	Inquiry into skin cancer in Australia

Committee	Reports	Lapsed inquiries at prorogation 5 August 2013
Human Rights, Parliamentary Joint Committee on <sup>a</sup>	Nil	Nil
Infrastructure and Communications, Standing Committee on	<i>At what cost? IT pricing and the Australia tax</i> Presented: 29 July 2013 PP: 238/2013	Inquiry into smart infrastructure
Intelligence and Security, Parliamentary Joint Committee on	Nil	Review of administration and expenditure no. 11 (2011–2012)—Australian intelligence agencies
Law Enforcement, Parliamentary Joint Committee on <sup>a</sup>	<i>Spectrum for public safety mobile broadband</i> Presented: 23 July 2013 PP: 267/2013	Nil
Migration, Joint Standing Committee on	Nil	Nil
National Broadband Network, Joint Committee on the	Nil	Nil
National Capital and External Territories, Joint Standing Committee on the	Nil	Nil
Public Accounts and Audit, Joint Committee of	<i>Report 440: Annual report 2012–13</i> Presented: 26 July 2013 PP: 241/2013	Nil
Public Works, Parliamentary Standing Committee on	Nil	Inquiry into the integrated fit-out of new leased premises for the Australian Taxation Office at the site known as Site 5 and 6, the Revitalised Central Dandenong project, Dandenong, Victoria
Regional Australia, Standing Committee on	Nil	Nil
Social Policy and Legal Affairs, Standing Committee on	Nil	Nil
Treaties, Joint Standing Committee on	<i>Report 136: Treaty tabled on 14 May 2013</i> Presented: 5 August 2013 PP: 243/2013  <i>Report 135: Treaties tabled on 12 March and 14 May 2013</i> Presented: 23 July 2013 PP: 242/2013	Treaties tabled on 12 March 2013 Treaties tabled on 18 June 2013

a Joint committee supported by the Department of the Senate.

## Scrutiny committees, Forty-fourth Parliament, 2013–14

Committee	Reports	Inquiries active at 30 June 2014
Agriculture and Industry, Standing Committee on	Nil	Inquiry into country of origin food labelling
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the <sup>a</sup>	Nil	Examination of the annual report of the Integrity Commissioner 2012–2013 Inquiry into the jurisdiction of the Australian Commission for Law Enforcement Integrity
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on <sup>a</sup>	Nil	Inquiry into steps that can be taken to progress towards a successful referendum on Indigenous constitutional recognition
Corporations and Financial Services, Parliamentary Joint Statutory Committee on <sup>a</sup>	<i>Report on the 2012–13 annual reports of bodies established under the ASIC Act</i> Presented: 19 March 2014 PP: 46/2014	Statutory oversight of the Australian Securities and Investments Commission
Economics, Standing Committee on	<i>Review of the Reserve Bank of Australia annual report 2013 (second report)</i> Presented: 16 June 2014 PP: 90/2014  <i>Review of the Reserve Bank of Australia annual report 2013 (first report)</i> Presented: 3 March 2014 PP: 36/2014	Inquiry into foreign investment in residential real estate Review of the Australian Prudential Regulation Authority annual report 2013 Review of the Reserve Bank of Australia annual report 2013
Education and Employment, Standing Committee on	Nil	Inquiry into the role of the technical and further education system and its operation
Electoral Matters, Joint Standing Committee on	<i>Interim report on the inquiry into the conduct of the 2013 federal election: Senate voting practices</i> Presented: 9 May 2014 PP: 81/2014  Inquiry into the Commonwealth Electoral Amendment (Above the Line Voting) Bill 2013 Oral statement: 24 February 2014	Inquiry into all aspects of the conduct of the 2013 federal election and matters related thereto
Environment, Standing Committee on the	Nil	Inquiry into streamlining environmental regulation, 'green tape' and one-stop shops
Foreign Affairs, Defence and Trade, Joint Standing Committee on	Nil	Inquiry into human rights issues confronting women and girls in the Indian Ocean – Asia–Pacific region Inquiry into Australia's trade and investment relationships with countries of the Middle East Inquiry into government support for Australian defence industry exports Review of the Defence annual report 2012–13 Inquiry into the role of the private sector in promoting economic growth and reducing poverty in the Indo-Pacific region
Health, Standing Committee on	Nil	Inquiry into skin cancer in Australia

Committee	Reports	Inquiries active at 30 June 2014
Human Rights, Parliamentary Joint Committee on <sup>3</sup>	<p><i>Eighth report of the 44th Parliament: Bills introduced 2–19 June 2014; Legislative instruments received 31 May – 6 June 2014</i></p> <p>Presented: 24 June 2014</p> <p>PP: 133/2014</p>	Nil
	<p><i>Seventh report of the 44th Parliament: Bills introduced 13–29 May 2014; Legislative instruments received 8 March – 30 May 2014</i></p> <p>Presented: 18 June 2014</p> <p>PP: 132/2014</p>	
	<p><i>Sixth report of the 44th Parliament: Bills introduced 24–27 March 2014; Legislative instruments received 8 March – 25 April 2014</i></p> <p>Presented: 14 May 2014</p> <p>PP: 119/2014</p>	
	<p><i>Fifth report of the 44th Parliament: Bills introduced 17–20 March 2014; Legislative instruments received 1–7 March 2014</i></p> <p>Presented: 25 March 2014</p> <p>PP: 47/2014</p>	
	<p><i>Fourth report of the 44th Parliament: Bills introduced 3–6 March 2014; Legislative instruments received 22–28 February 2014</i></p> <p>Presented: 18 March 2014</p> <p>PP: 45/2014</p>	
	<p><i>Third report of the 44th Parliament: Bills introduced 11–27 February 2014; Legislative instruments received 1–21 February 2014</i></p> <p>Presented: 4 March 2014</p> <p>PP: 29/2014</p>	
	<p><i>Second report of the 44th Parliament: Bills introduced 9–12 December 2013; Legislative instruments received 23 November 2013 – 31 January 2014</i></p> <p>Presented: 11 February 2014</p> <p>PP: 19/2014</p>	
	<p><i>Parliamentary Joint Committee on Human Rights: Annual report 2012–13</i></p> <p>Presented: 10 December 2013</p> <p>PP: 470/2013</p>	
	<p><i>First report of the 44th Parliament: Bills introduced 12 November – 5 December 2013; Legislative instruments received 8 June – 22 November 2013</i></p> <p>Presented: 10 December 2013</p> <p>PP: 469/2013</p>	

Committee	Reports	Inquiries active at 30 June 2014
Indigenous Affairs, Standing Committee on	Nil	Inquiry into the harmful use of alcohol in Aboriginal and Torres Strait Islander communities
Infrastructure and Communications, Standing Committee on	Nil	High Speed Rail Planning Authority Bill 2013 Inquiry into infrastructure planning and procurement
Intelligence and Security, Parliamentary Joint Committee on	<i>Review of the listing of Jabhat al-Nusra and the re-listing of six terrorist organisations and review of the re-listing of Al-Qa'ida in the Arabian Peninsula</i> Presented: 11 February 2014 PP: 2/2014	Review of administration and expenditure no. 12 (2012–2013)—Australian intelligence agencies Review of administration and expenditure no. 11 (2011–2012)—Australian intelligence agencies
Law Enforcement, Parliamentary Joint Committee on <sup>a</sup>	Nil	Examination of the Australian Federal Police annual report 2012–13 Examination of the Australian Crime Commission annual report 2012–13 Inquiry into financial-related crime
Migration, Joint Standing Committee on	Nil	Inquiry into the Business Innovation and Investment Programme
National Capital and External Territories, Joint Standing Committee on the	Nil	Inquiry into economic development on Norfolk Island Biannual public briefing from the National Capital Authority
National Disability Insurance Scheme, Joint Standing Committee on the	Nil	Inquiry into the implementation and administration of the National Disability Insurance Scheme
Northern Australia, Joint Select Committee on	<i>Inquiry into the development of northern Australia—Interim report</i> Presented: 16 June 2014 PP: 92/2014	Inquiry into the development of northern Australia
Public Accounts and Audit, Joint Committee of	<i>Report 441: Inquiry into Public Governance, Performance and Accountability Act 2013 rules development</i> Presented: 13 May 2014 PP: 74/2014  <i>Report 442: Inquiry into the 2012–13 Defence Materiel Organisation major projects report</i> Presented: 26 May 2014 PP: 83/2014  <i>Report 443: Review of Auditor-General's reports nos. 23 and 25 (2012–13) and 32 (2012–13) to 9 (2013–14)</i> Presented: 16 June 2014 PP: 91/2014	Review of Auditor-General's reports nos. 10–31 (2013–14)



Committee	Reports	Inquiries active at 30 June 2014
Public Works, Parliamentary Standing Committee on	<p><i>Report 4/2014: Referrals made March 2014</i> Presented: 23 June 2014 PP: 106/2014</p> <hr/> <p><i>Report 3/2014: Referral made December 2013</i> Presented: 13 May 2014 PP: 75/2014</p> <hr/> <p><i>Report 2/2014: Referrals made December 2013</i> Presented: 24 March 2014 PP: 42/2014</p> <hr/> <p><i>Seventy-seventh annual report 2013</i> Presented: 11 February 2014 PP: 4/2014</p> <hr/> <p><i>Report 1/2014: Referrals made December 2013</i> Presented: 11 February 2014 PP: 3/2014</p>	<p>Inquiry into the development and construction of housing for Defence at RAAF Base Darwin, NT</p> <p>Inquiry into the proposed fit-out of new leased premises for the Department of Social Services, ACT</p>
Social Policy and Legal Affairs, Standing Committee on	Nil	<p>Inquiry into the child support program</p> <p>Inquiry into drones and the regulation of air safety and privacy</p>
Tax and Revenue, Standing Committee on	<p><i>2013 annual report of the Australian Taxation Office (first report)</i> Presented: 27 March 2014 PP: 63/2014</p>	<p>Inquiry into the 2013 annual report of the Australian Taxation Office</p> <p>Inquiry into tax disputes</p>
Treaties, Joint Standing Committee on	<p><i>Report 140: Treaty tabled on 13 May 2014—Interim report</i> Presented: 23 June 2014 PP: 103/2014</p> <hr/> <p><i>Report 139: Treaties tabled on 11 December 2013, referred on 15 January and tabled on 11 February 2014</i> Presented: 13 May 2014 PP: 76/2014</p> <hr/> <p><i>Report 138: Review into treaties tabled on 11 and 12 December 2013, 20 January 2014 and referred on 15 January 2014</i> Presented: 26 March 2014 PP: 44/2014</p> <hr/> <p><i>Report 137: Review into treaty referred on 15 January 2014</i> Presented: 18 March 2014 PP: 40/2014</p>	<p>Treaty tabled on 19 March 2014</p> <p>Treaties tabled on 13 May 2014</p> <p>Treaties tabled on 17 and 18 June 2014</p>

a Joint committee supported by the Department of the Senate.

## Internal committees, Forty-third Parliament, 2013-14

Committee	Purpose	Reports and lapsed inquiries
Appropriations and Administration, Standing Committee on	The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.	Nil
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.	Nil
House Committee	The committee usually meets with the equivalent Senate committee as the Joint House Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Parliamentary Library, Joint Standing Committee on the	The committee usually meets with the equivalent Senate committee as the Joint Library Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Petitions, Standing Committee on	The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	Nil
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests.	Inquiry into whether in the course of his statement of 21 May 2012, the Honourable Member for Dobell deliberately misled the House
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Nil
Publications, Standing Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.	Nil
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	Nil
Selection Committee	The committee determines the program of business for committee and delegation business and private members' business for each sitting Monday, recommends items of private members' business to be voted on, and selects bills for referral to committees.	Nil

## Internal committees, Forty-fourth Parliament, 2013-14

Committee	Purpose	Reports and current inquiries
Appropriations and Administration, Standing Committee on	The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.	<i>Report 7: Budget estimates 2014-15 for the Department of the House of Representatives</i> Presented: 14 May 2014 PP: 82/2014
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.	Nil
House Committee	The committee usually meets with the equivalent Senate committee as the Joint House Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Parliamentary Library, Joint Standing Committee on the	The committee usually meets with the equivalent Senate committee as the Joint Library Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Petitions, Standing Committee on	The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	Nil
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests.	<i>Report concerning the registration and declaration of members' interests during 2013</i> Presented: 27 February 2014 PP: 34/2014 Inquiry into whether in the course of his statement of 21 May 2012, and having regard to the findings of the Melbourne Magistrates' Court on 18 February 2014 in relation to Mr Thomson, the former Member for Dobell, Mr Craig Thomson, deliberately misled the House.
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Inquiry into the maintenance of the Standing and Sessional Orders Inquiry into the use of electronic devices in the House of Representatives Chamber and Federation Chamber
Publications, Standing Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.	The committee presented four reports.
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	Nil
Selection Committee	The committee determines the program of business for committee and delegation business and private members' business for each sitting Monday and selects bills for referral to committees.	The committee presented 11 reports.

## 6 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2013–14.

Date	Delegation	Country represented
19–22 February 2014	Visit to Australia by the Speaker of the National Assembly and a parliamentary delegation from the Republic of Korea	Republic of Korea
23–28 March 2014	Visit to Australia by the Rt Hon David Carter, Speaker of the House of Representatives of New Zealand	New Zealand
25–31 May 2014	Parliamentary delegation from Peru	Peru
25–29 May 2014	Parliamentary delegation from Malaysia	Malaysia
14–21 June 2014	Parliamentary delegation from Poland	Poland
14–22 June 2014	Parliamentary delegation from Afghanistan	Afghanistan
22–28 June 2014	Parliamentary delegation from Sri Lanka	Sri Lanka

## 7 Other incoming parliamentary visits

This appendix contains summary information on other incoming parliamentary visits in 2013–14.

Date	Visit	Country represented
10 September 2013	Members of parliament from the National Assembly of Laos	Laos
31 October – 1 November 2013	Members of parliament from Myanmar	Myanmar
28 November 2013	Daw Aung San Suu Kyi AC	Myanmar
2 December 2013	Members of the Special Parliamentary Committee on Public Sector Reform from Papua New Guinea	Papua New Guinea
9–10 December 2013	Members of the Standing Committee on Legal Affairs and Human Rights from the Parliament of Kenya	Kenya
11 December 2013	Members of the Law Committee of the National People's Congress of the People's Republic of China	People's Republic of China
23 January 2014	Deputy Speaker and members of parliament from the Republic of Korea	Republic of Korea
12 February 2014	Members of the Committee for Social Affairs of the National Assembly of Vietnam	Vietnam
3–4 March 2014	Parliamentary delegation from the Democratic Republic of the Congo	Democratic Republic of the Congo
19 March 2014	Senator Jean-Yves Leconte, Member of the Senate of France	France
27 March 2014	Mr Thierry Mariani, Member of the National Assembly of France	France
26 May 2014	Delegation of young political leaders from Malaysia	Malaysia
23–24 June 2014	The Hon Mr Wafula Oguttu MP, Leader of the Opposition, and the Hon Mrs Cecilia Atim Ogwal MP, Chief Opposition Whip, of Uganda	Uganda

## 8 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2013–14.

Date	Visit	Delegation members
5–18 July 2013	Parliamentary delegation to Cyprus and Russia	Senator the Hon John Hogg <i>President of the Senate and Delegation Leader</i> Senator Catryna Bilyk Senator Gary Humphries Senator Helen Polley
15 September – 17 December 2013	Parliamentary delegation to attend the United Nations General Assembly, New York	Senator Chris Back Senator Mark Bishop
2–5 October 2013	Visit to Estonia	Senator the Hon John Hogg <i>President of the Senate</i>
5–12 October 2013	Parliamentary delegation to attend the 129th Assembly of the Inter-Parliamentary Union, Geneva	Senator the Hon John Hogg <i>President of the Senate</i> The Hon Bronwyn Bishop MP Senator the Hon Ursula Stephens
11–19 January 2014	Parliamentary delegation to attend the 22nd Asia Pacific Parliamentary Forum, Puerto Vallarta, Mexico and visit to Mexico City	The Hon Bronwyn Bishop MP <i>Speaker of the House of Representatives and Delegation Leader</i> Mr Mark Coulton MP Mr Stephen Jones MP Senator Deborah O'Neill The Hon Philip Ruddock MP
21–25 January 2014	Attendance at the Conference of Speakers and Presiding Officers of the Commonwealth, Wellington, New Zealand	The Hon Bronwyn Bishop MP <i>Speaker of the House of Representatives</i>
9–11 March 2014	Visit to Singapore	Senator Stephen Parry <i>Deputy President of the Senate</i>
10–23 March 2014	Parliamentary delegation to attend the 130th Assembly of the Inter-Parliamentary Union, Geneva, and bilateral visit to the United Arab Emirates	Senator Stephen Parry <i>Deputy President of the Senate and Delegation Leader</i> Senator Sue Boyce Ms Nola Marino MP Senator the Hon Ursula Stephens Senator the Hon Lin Thorp
30 March – 11 April 2014	Parliamentary delegation to ASEAN countries (Brunei, Malaysia and the Philippines)	The Hon Bruce Scott MP <i>Deputy Speaker of the House of Representatives and Delegation Leader</i> Senator the Hon Don Farrell The Hon Alan Griffin MP Senator Helen Kroger Mr Ken Wyatt MP
10–11 April 2014	Visit to Singapore	The Hon Bruce Scott MP <i>Deputy Speaker of the House of Representatives</i>
25 April – 8 May 2014	Visit to Austria, the Holy See and Germany	Senator the Hon John Hogg <i>President of the Senate</i>
27 April – 10 May 2014	Visit to France, Morocco, Singapore, Tunisia and the United Kingdom	The Hon Bronwyn Bishop MP <i>Speaker of the House of Representatives</i>
30 April – 9 May 2014	Parliamentary delegation to New Zealand and Vanuatu by members of the Senate Foreign Affairs, Defence and Trade References Committee	Senator the Hon Ursula Stephens <i>Delegation Leader</i> Senator David Fawcett Senator Helen Kroger Senator Anne McEwan

## 9 Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits in 2013–14.

Date	Visit	Country/state represented
2–3 September 2013	Study visit by staff from the Lok Sabha	India
14 November 2013	Australian Political Exchange Council's 30th delegation from the United States of America	United States of America
4 December 2013	Australian Political Exchange Council's 4th delegation from the Republic of Korea	Republic of Korea
9–10 December 2013	Visit by staff from the National Council of Namibia	Namibia
10–11 December 2013	Australian Political Exchange Council's 7th delegation from the Philippines	Philippines
16 January 2014	Visit to the Australian Parliament by Mr Colin Lee, Principal Clerk, Select Committees, House of Commons	United Kingdom
11–20 February 2014	Study visit by staff of the Rajya Sabha	India
4–5 March 2014	Visit to the Australian Parliament by staff of the Northern Territory Parliament	Northern Territory
25–26 March 2014	Australian Political Exchange Council's 8th delegation from the Philippines	Philippines
27 March 2014	Study visit by staff from the National Assembly of Vietnam	Vietnam
30 April 2014	Visit to the Australian Parliament by Mr Achmad Djuned, Vice Secretary General and staff of the Dewan Perwakilan Rakyat	Indonesia
1 May 2014	Australian Political Exchange Council's 13th delegation from Japan	Japan
5–7 May 2014	Visit to the Australian Parliament by officials from the Bangladesh Parliament	Bangladesh
4 June 2014	Visit to the Australian Parliament by staff of the Victorian Parliament	Victoria
25 June 2014	Australian Political Exchange Council's 18th delegation from Vietnam	Vietnam

# 10 Publications

This appendix contains summary information on Department of the House of Representatives publications in 2013–14.

Type	Title
House of Representatives pages on Parliament of Australia website	<p><b>www.aph.gov.au/house</b></p> <p>The site includes members' home pages and home pages for House of Representatives committees and for joint committees administered by the Department of the House of Representatives</p> <p>Most of the publications listed below are available on the site</p>
Publications directly related to the work of the House and its committees	<p><b>About the House</b></p> <p>Magazine containing news of the House and its members. Due to the break in parliamentary work during the federal election period, the magazine was not produced during the year</p> <hr/> <p><b>Committee Office brochures</b></p> <ul style="list-style-type: none"> <li>● <i>Appearing at a public hearing: notes to help those appearing as a witness at a parliamentary committee hearing</i>, June 2014</li> <li>● <i>Committee support standards</i>, June 2014</li> <li>● <i>Dealing with parliamentary committees</i>, June 2014</li> <li>● <i>Making a submission: notes to help those intending to make a submission to a parliamentary committee inquiry</i>, June 2014</li> </ul> <hr/> <p><b>A House for the nation</b></p> <p>History project including CD-ROM, documentary and study guide on 100 years of Australia's House of Representatives (1901–2001)</p> <hr/> <p><b>House of Representatives facts and figures: Forty-fourth Parliament, first edition</b></p> <p>A document produced primarily for use by Parliament House visitors' guides, December 2013</p> <hr/> <p><b>House of Representatives guide to procedures, fifth edition</b></p> <p>A concise introduction to the procedures of the House of Representatives, January 2014</p> <hr/> <p><b>House of Representatives infosheets</b></p> <ol style="list-style-type: none"> <li>1 <i>Questions</i>, February 2014</li> <li>2 <i>A typical sitting day</i>, February 2014</li> <li>3 <i>The Speaker</i>, January 2014</li> <li>4 <i>Committees</i>, February 2014</li> <li>5 <i>Parliamentary privilege</i>, February 2014</li> <li>6 <i>Opportunities for private members</i>, May 2014</li> <li>7 <i>Making laws</i>, February 2014</li> <li>8 <i>Elections for the House of Representatives</i>, February 2014</li> <li>9 <i>A new parliament</i>, February 2014</li> <li>10 <i>The Budget and financial legislation</i>, February 2014</li> <li>11 <i>Petitions</i>, February 2014</li> <li>12 <i>Finding out about the House</i>, February 2014</li> <li>13 <i>The Constitution</i>, February 2014</li> <li>14 <i>Making decisions—debate and division</i>, March 2014</li> <li>15 <i>The work of a member of parliament</i>, February 2014</li> <li>16 <i>The Federation Chamber</i>, February 2014</li> <li>17 <i>Citizens' right of reply</i>, February 2014</li> <li>18 <i>Double dissolution</i>, February 2014</li> <li>19 <i>The House, government and opposition</i>, February 2014</li> <li>20 <i>The Australian system of government</i>, February 2014</li> <li>21 <i>The Clerk and other officials</i>, February 2014</li> <li>22 <i>Political parties</i>, January 2014</li> </ol>



Type	Title
	<p><b>House of Representatives practice</b>, <i>sixth edition</i> The official authority for issues of practice and procedure, 2012</p>
	<p><b>Images of the House</b> A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002</p>
	<p><b>Members' notes</b></p> <ol style="list-style-type: none"> <li>1 <i>First speech</i>, January 2014</li> <li>2 <i>The registration of Members' interests</i>, January 2014</li> <li>3 <i>Introduction to the Chamber environment</i>, January 2014</li> <li>4 <i>Etiquette in the Chamber</i>, January 2014</li> <li>5 <i>House business documents and guidance</i>, January 2014</li> <li>6 <i>Motions, debate and voting</i>, March 2014</li> <li>7 <i>Bills</i>, January 2014</li> <li>8 <i>Raising a matter in the House</i>, February 2014</li> <li>9 <i>Private Members' motions</i>, January 2014</li> <li>10 <i>Private Members' bills and amendments</i>, January 2014</li> <li>11 <i>Procedural motions</i>, January 2014</li> <li>12 <i>Parliamentary privilege</i>, January 2014</li> <li>13 <i>Presenting a petition</i>, March 2014</li> </ol>
	<p><b>Members' handbook</b> A guide to services and facilities for members of the House of Representatives, 2013</p>
	<p><b>Procedural digest</b> A record of procedural events in the House of Representatives, published each sitting week or fortnight</p>
	<p><b>Procedural publications and research papers</b></p> <p><i>Committee work in a hung Parliament—A House of Representatives perspective</i>, B Wright, July 2013 (available online at <a href="http://www.aph.gov.au/ProceduralPublications">www.aph.gov.au/ProceduralPublications</a>)</p> <p><b>The Speaker of the House of Representatives</b>, <i>second edition</i> An illustrated history of the office, role and duties of the Speaker, April 2008</p>
	<p><b>Standing Orders of the House of Representatives</b> The permanent rules of procedure, as at 14 November 2013 Amendments to the standing orders were issued in February 2014 and March 2014</p>
	<p><b>Statistical Digest</b> A statistical record of the work of the House of Representatives, published each sitting week or fortnight</p>
	<p><b>Work of the Session</b> A periodic summary of the business of the House and its committees, published twice a year: Autumn and Winter 2013 and Spring 2013</p>
	<p><b>Working with parliamentary committees</b>, June 2014</p> <ul style="list-style-type: none"> <li>● <i>A guide for committee chairs</i></li> <li>● <i>A guide for members</i></li> <li>● <i>A guide for members' staff</i></li> </ul>
Publications of an administrative nature	<p><b>Department of the House of Representatives annual report 2012–13</b> The annual report on the operations of the department, presented to the House pursuant to the Parliamentary Service Act 1999</p> <p><i>Department of the House of Representatives Corporate Plan 2013–16</i> <i>Department of the House of Representatives Enterprise Agreement 2012–15</i> <i>Department of the House of Representatives Portfolio Budget Statements 2014–15</i> <i>Department of the House of Representatives Service Charter: Community Service Standards</i>, April 2013</p>

# 11 Staffing statistics

This appendix contains summary information on the department's staff in 2013–14.

## Location and classification of staff

The figures in the following table include the sessional staff and parliamentary assistants employed by the department and working on 30 June. These staff are employed in order to accommodate variations in working patterns during the sittings of the House and are generally not employed when the House is not sitting. Figures corresponding to other non-ongoing staff are also included in the table.

### Staff by location, as at 30 June 2011, 2012, 2013 and 2014

Location	2011	2012	2013	2014
Executive	5	5	5	5
Executive support/project staff	6	6	5	6
Table Office	13	14 <sup>a</sup>	14 <sup>a</sup>	14 <sup>a</sup>
Chamber Research Office	9	9	9	9
International and Community Relations Office	11	12	13	10
Committee Office	63	65	64	65
Serjeant-at-Arms' Office	18 <sup>b</sup>	32 <sup>c</sup>	30 <sup>d</sup>	22 <sup>e</sup>
Finance Office	6	5	6	6
Information Systems and Publishing Office	15 <sup>f</sup>	14 <sup>a</sup>	15 <sup>a</sup>	11 <sup>a</sup>
People Strategies Office	12	12	11	6
<b>Totals</b>	<b>158</b>	<b>174</b>	<b>172</b>	<b>154</b>

a Includes one sessional staff member.

b Includes 10 sessional staff.

c Includes 21 sessional staff.

d Includes 20 sessional staff.

e Includes 12 sessional staff.

f Includes two sessional staff.

g On 1 July 2013 ICT services were transferred to DPS. The Information Systems and Publishing Office was subsequently renamed the Knowledge Management and Publishing Office.

### Non-ongoing staff (excluding sessional staff), by location, as at 30 June 2014

Location	Number
Executive	–
Executive support/project staff	–
Table Office	–
Chamber Research Office	–
International and Community Relations Office	–
Committee Office	7
Serjeant-At-Arms' Office	1
Finance Office	2
Information Systems and Publishing Office	4
People Strategies Office	1
<b>Total</b>	<b>15</b>

## Separations

The reasons for staff separating from the department, with comparative figures for 2011–12 and 2012–13, are detailed below.

### Separations, 2011–12, 2012–13 and 2013–14

Location	2011–12	2012–13	2013–14
Transfer/promotion to another Commonwealth agency	7	5	9
Resignation	5	6	3
Retirement	3	2	3
Cessation of non-ongoing employment	18	16	24
Voluntary retrenchment	–	–	2
Death	1	–	–
<b>Totals</b>	<b>34</b>	<b>29</b>	<b>41</b>

### Staff by classification and equal employment opportunity group, as at 30 June 2014

	Executive <sup>a</sup>	Parliamentary Service Levels 4–6	Parliamentary Service Levels 1–3	Totals
Female	30	41	21	92
Male	27	23	12	62
<b>Subtotals</b>	<b>57</b>	<b>64</b>	<b>33</b>	<b>154</b>
Aboriginal and Torres Strait Islander	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Non-English-speaking background	2 (3.5%)	2 (3.1%)	3 (9.1%)	8 (5.2%)
People with disability	1 (1.8%)	2 (2.8%)	2 (6.1%)	5 (3.2%)

a The Executive classification group consists of Senior Executive Service Bands 1–2 and Executive Bands 1–2 staff.

## 12 Members' survey 2014

The department conducted its annual members' survey in June 2014 to identify levels of satisfaction with services provided by the department. The survey was identical to last year's survey. The information gathered is required for internal and external reporting purposes and as a benchmark for service provision.

Thirty members were selected randomly for survey and interview. Members were assured of confidentiality in the survey. A total of 21 respondents completed the survey (70 per cent).

All participants in the survey were asked if they were satisfied overall with the services they received from the department. Members were unanimously satisfied with the department's support in helping them fulfil their parliamentary duties. The responses to the other questions asked in the survey and during interviews are contained in the table below (which also shows the responses from the 2013 survey, in brackets). The result is an overwhelming endorsement of the quality of service provided by the department, with a 99 per cent satisfaction rate overall. The satisfaction rate last year was also 99 per cent.

The participants in the survey were also asked about their satisfaction level with the legislative drafting support they receive. Eleven respondents stated they were satisfied with the service, compared with 14 last year. One respondent was not satisfied with the support, and the remainder stated they had not used the service.

In relation to suggestions for change, some technological advancements were recommended by some members.

### Members' satisfaction levels with departmental services, 2014 survey (2013 in brackets)

Service area	Extremely satisfied	Highly satisfied	Satisfied	Not satisfied
Advice and services received from the Clerks-at-the-Table in the Chamber and Federation Chamber	15 (12)	6 (6)	0 (1)	0 (0)
Advice and services received from other staff in relation to Chamber and Federation Chamber duties	14 (11)	7 (6)	2 (2)	0 (0)
Quality and availability of procedural and statistical publications and support in obtaining such information	8 (10)	9 (7)	4 (2)	0 (0)
Procedural advice, research, analytical drafting and administrative support services in relation to committee inquiries and publication of the final report	9 (10)	6 (8)	1 (2)	1 (0)
Rating of the House of Representatives magazine <i>About the House</i> , the Twitter feed, the Facebook page, the YouTube channel, TV programs and the Meet your MP touchscreen	5 (3)	3 (6)	8 (5)	0 (1)
Advice and support received in relation to overseas parliamentary delegation visits	8 (4)	1 (4)	2 (3)	0 (0)
Services in relation to pay entitlements supplied by the department	7 (7)	10 (6)	3 (5)	1 (0)
Services provided by the Serjeant-at-Arms' Office	13 (12)	8 (7)	0 (0)	0 (0)
Information on members' home page on the Parliament of Australia website	5 (9)	8 (3)	6 (6)	0 (0)

**Note:** Not every member who completed the survey had used the full range of services.

# 13 Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers, as at 30 June 2014.

## Office holders and senior executive officers

### Speaker of the House of Representatives, the Hon Bronwyn Bishop MP

<i>Parliament House</i>	Phone (02) 6277 4000	Fax (02) 6277 2050
<i>Electorate office</i>	Phone (02) 9913 9566	Fax (02) 9913 9577

Email Bronwyn.Bishop.MP@aph.gov.au

### Deputy Speaker, the Hon Bruce Scott MP

<i>Parliament House</i>	Phone (02) 6277 4949	Fax (02) 6277 8421
<i>Electorate office</i>	Phone (07) 4662 2715	Fax (07) 4662 5149

Email Bruce.Scott.MP@aph.gov.au

### Second Deputy Speaker, Mr Rob Mitchell MP

<i>Parliament House</i>	Phone (02) 6277 4117	Fax (02) 6277 8443
<i>Electorate office</i>	Phone (03) 9333 0440	Fax 1300 701 966

Email Rob.Mitchell.MP@aph.gov.au

### Clerk of the House, Mr David Elder

Phone (02) 6277 4111 Fax (02) 6277 2006  
Email Clerk.Reps@aph.gov.au

### Deputy Clerk, Ms Claressa Surtees

Phone (02) 6277 4222 Fax (02) 6277 2006  
Email DepClerk.Reps@aph.gov.au

### Clerk Assistant (Table), Ms Joanne Towner

Phone (02) 6277 4777 Fax (02) 6277 4517  
Email Joanne.Towner.Reps@aph.gov.au

### Clerk Assistant (Committees), Ms Robyn McClelland

Phone (02) 6277 4399 Fax (02) 6277 4034  
Email Robyn.McClelland.Reps@aph.gov.au

### Serjeant-at-Arms, Ms Bronwyn Notzon

Phone (02) 6277 4444 Fax (02) 6277 2006  
Email Bronwyn.Notzon.Reps@aph.gov.au

## Departmental addresses

Post	Internet
Department of the House of Representatives PO Box 6021 Parliament House Canberra ACT 2600	<a href="http://www.aph.gov.au/house">www.aph.gov.au/house</a>

# 14 List of requirements

Description	Requirement	Page
Letter of transmittal	Mandatory	iii
Table of contents	Mandatory	v
Index	Mandatory	146–51
Glossary	Mandatory	145
Contact officer(s)	Mandatory	141
Internet home page address and internet address for report	Mandatory	ii

## Review by Clerk

Review by Clerk	Mandatory	2–5
Summary of significant issues and developments	Suggested	2–9
Overview of department's performance and financial results	Suggested	6–9
Outlook for following year	Suggested	4–5
Significant issues and developments—portfolio	Portfolio departments—suggested	Not applicable

## Departmental overview

Role and functions	Mandatory	6–8
Organisational structure	Mandatory	6
Outcome and program structure	Mandatory	7–8
Where outcome and program structure differs from Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements accompanying any other additional appropriation bills, details of variation and reasons for change	Mandatory	None to report
Portfolio structure	Portfolio departments—mandatory	Not applicable

## Report on performance

Review of performance during the year in relation to programs and contribution to outcomes	Mandatory	11–44
Actual performance in relation to deliverables and key performance indicators set out in the Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements	Mandatory	114–17
Where performance targets differ from the Portfolio Budget Statements or Portfolio Additional Estimates Statements, details of both former and new targets, and reasons for the change	Mandatory	None to report
Narrative discussion and analysis of performance	Mandatory	11–44
Trend information	Mandatory	9, 13–14, 16, 18, 31, 44, 52, 54
Significant changes in nature of principal functions/services	Suggested	None to report
Performance of purchaser–provider arrangements	If applicable, suggested	49
Factors, events or trends influencing departmental performance	Suggested	12–13, 28–9
Contribution of risk management in achieving objectives	Suggested	48
Performance against service charter customer service standards, complaints data and the department's response to complaints	If applicable, mandatory	48
Discussion and analysis of the department's financial performance	Mandatory	9

Description	Requirement	Page
Discussion of any significant changes in financial results from the prior year, from budget or anticipated to have a significant impact on future operations	Mandatory	9
Agency resource statement and summary resource tables by outcomes	Mandatory	118–19
<b>Management and accountability</b>		
<b>Corporate governance</b>		
Certification by department head that the department complies with the Commonwealth Fraud Control Guidelines	Mandatory	iii
Statement of the main corporate governance practices in place	Mandatory	46–9
Names of the senior executives and their responsibilities	Suggested	6–8
Senior management committees and their roles	Suggested	46–9
Corporate and operational planning and associated performance reporting and review	Suggested	46–9
Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks	Suggested	48
Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	46
How nature and amount of remuneration for Senior Executive Service officers is determined	Suggested	53
<b>External scrutiny</b>		
Significant developments in external scrutiny	Mandatory	50
Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner	Mandatory	50
Reports by the Auditor-General, a parliamentary committee, the Commonwealth Ombudsman or an agency capability review	Mandatory	50
<b>Management of human resources</b>		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Mandatory	51–4
Workforce planning, staff turnover and retention	Suggested	51
Impact and features of enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian workplace agreements	Suggested	53
Training and development undertaken and its impact	Suggested	52–3
Work health and safety performance	Suggested	54
Productivity gains	Suggested	None to report
Statistics on staffing	Mandatory	138–9
Enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian workplace agreements	Mandatory	53
Performance pay	Mandatory	None to report
<b>Assets management</b>		
Assessment of effectiveness of assets management	If applicable, mandatory	55
<b>Purchasing</b>		
Assessment of purchasing against core policies and principles	Mandatory	55

Description	Requirement	Page
<b>Consultants</b>		
A summary statement detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all new consultancy contracts let during the year (inclusive of GST); the number of ongoing consultancy contracts that were active in the reporting year and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST); and a statement noting that information on contracts and consultancies is available through the AusTender website	Mandatory	55
<b>Australian National Audit Office access clauses</b>		
Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	56
<b>Exempt contracts</b>		
Contracts exempted from publication on AusTender	Mandatory	56
<b>Financial statements</b>		
Financial statements	Mandatory	59–111
<b>Other mandatory information</b>		
Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i> )	Mandatory	54
Advertising and market research (section 311A of the <i>Commonwealth Electoral Act 1918</i> ) and statement on advertising campaigns	Mandatory	56
Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> )	Mandatory	56
Compliance with the department's obligations under the <i>Carer Recognition Act 2010</i>	If applicable, mandatory	Not applicable
Grant programs	Mandatory	56
Disability reporting—explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	50
Information Publication Scheme statement	Mandatory	50
Correction of material errors in previous annual report	If applicable, mandatory	None to report
Agency resource statements and resources for outcomes	Mandatory	118–19
List of requirements	Mandatory	142